

**STATE OF ALASKA  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL/OEE0**

## **STANDARD OPERATING PROCEDURE**

### **I. VACANCY BASED RECRUITMENT**

#### **A. Purpose**

The purpose of this SOP is to provide department personnel officers with guidelines for nominating positions for vacancy based recruitment, the criteria used for approving the nomination, and procedure for accomplishing the recruitment.

Vacancy based recruitment is designed for recruiting for an actual vacancy in the job class which the hiring manager intends to fill. It is most appropriate for positions in job classes and locations for which the examining and certification process can be accomplished in a timely manner.

#### **B. Scope**

This SOP applies to all classified positions where positions are filled through the merit system of employment.

#### **C. Authority**

AS 39.25.150(3), 2 AAC 07.040, and 2 AAC 07.050 give the Division of Personnel the authority to advertise recruitment openings and closures.

#### **D. Procedure**

##### **1. Requests**

##### **a. Nominating Process**

In the event of a vacancy or creation of a new position, departments may request vacancy based recruitment.

The department personnel officer is responsible for submitting the Vacancy Based Recruitment Request form (Addendum A) to the Division of Personnel for requesting vacancy based recruitment. A current position description or narrative outlining main duties of the specific position must be attached to the request form.

Departments must deal with layoff considerations before requesting vacancy based recruitment. Either a worked layoff list or a courtesy list must be attached to the recruitment request to demonstrate that there are no layoff candidates or that all layoff names have been cleared.

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b. Approval

- The Division of Personnel makes vacancy based recruitment effective as soon as possible. The approval process will be accomplished within 48 hours for job classes examined by the Division of Personnel. For job classes where examining is delegated to a department, approval is given immediately and recruitment opened as soon as possible.
- A minimum period of one year should transpire before vacancy based recruitment is again initiated for the same position location, unless the existing eligible list is insufficient or for other overriding reasons such as special requirements of the position, or creation of new positions.
- In the event of an abnormal number of vacancy based recruitment requests which would impact the timeliness of examining, the Division of Personnel will approve the most critical requests based on the sufficiency of current eligible lists, the nature of the specific vacancies, and the degree of examining difficulty.

c. Duration of Recruitment Periods

Recruitment must last a minimum of 15 days (2 AAC 07.050).

In the event of new positions or advanced notice, 30-day or longer recruitment periods are preferred and recommended.

2. Recruiting

Vacancy based recruiting is designed to provide managers with interested and available applicants for a specific vacancy in a relatively short period of time. Methods of recruiting under this program are selected for time efficiency.

The required public notice for opening and closing recruitment is accomplished through electronic transmittal of the vacancy announcement.

Advertising is most efficiently accomplished through newspaper and/or radio. Radio and television public service announcements may also be used where appropriate.

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a.      Vacancy Announcement

Upon approval of the Vacancy Based Recruitment Request, the Division of Personnel drafts a Vacancy Announcement and submits it to the department for approval.

Effective dates for opening recruitment will be delayed until all drafts are approved by the department initiating the recruitment request.

b.      Advertising

Newspaper and radio advertising and public service announcement material are generically formatted. Unless specific language for these ads and announcements is requested, drafts will not be submitted for approval.

3.      Dissemination of Material

a.      Vacancy Based Announcement

Vacancy Announcements are electronically transmitted to over 20 locations and communities statewide for each vacancy based recruitment effort. These locations include job service offices, legislative information offices, Division of Personnel offices, and other State offices.

In the event of a vacancy in a community not served by this electronic transmission network, a vacancy announcement is mailed and posted in a public area, prior to recruitment taking effect.

b.      Advertising in the location of the vacancy is required under this program. This may include print and/or broadcast forms. In addition, other areas of the state may be targeted for advertising depending on factors such as historic difficulty in finding qualified applicants for the job class or for the particular location.

Delays in opening recruitment may occur when it is necessary to coordinate with the publication schedule of a weekly newspaper in a rural or outlying area.

4.      Certification Hold

Certification of eligible lists will be placed on hold until all applications responding to the specific vacancy are processed. This is normally

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accomplished within five working days of the recruitment closing date. The Vacancy Announcement and associated advertising and publicity will clearly announce a mandatory postmarked and receipt date for mailed applications. The receipt date is five working days after the postmark date.

5.     Examining

All examining for job classes currently open for Vacancy Based Recruitment is deemed a priority.

Only applications responding to the specific vacancy will be given priority handling. Others will be examined in normal timeframes.

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